

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

Revised

TITLE: WASTEWATER SYSTEMS MANAGER

Under general direction, to plan, organize and direct the activities of a sanitary sewer collection, treatment and disposal system and support systems (sanitary landfill gas collection/treatment facility and co-generation facility); to provide highly responsible and technical staff assistance; to perform a variety of complex and difficult advanced professional, technical, administrative and analytical duties; to serve as a management liaison to a board or council; to coordinate municipal policies, procedures and services for the Sewerage Division; and to do related work as required.

This is the advanced classification in the Wastewater Treatment Series. The Wastewater Systems Manager is distinguished from the Wastewater Operations Manager classification by the difficulty and complexity of work performed; the coordination of activities for the large division; and the ability to manage/supervise para-professional, technical and administrative support staff in the disciplines of Administration (including Compliance and Monitoring [air quality and water quality], Capital Projects and Safety and Training), Collection System Maintenance, Wastewater Treatment, Plant Maintenance, Industrial Waste, Laboratory Services and Co-generation Systems Services. Discretion is required in applying general goal and policy statements, and in resolving organizational and service delivery problems. Latitude is necessary in administering a complex and sensitive area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

EXAMPLES OF DUTIES:

- Develop and implement goals, objectives, policies, priorities and procedures.
- Plan, organize and direct a large sanitary sewage program including collection, treatment and disposal operations.
- Establish policies, procedures, schedules and methods for maintenance of the wastewater treatment plant and sanitary sewer lines and mains.
- Analyze plant and laboratory reports and direct the adjustment of processing methods to improve plant efficiency.
- Plan and recommend the improvement of plant facilities through projects development and equipment acquisition; assist in development of specifications.
- Control the requisition of supplies, materials, and equipment.
- Investigate industrial waste sources and determine impact of such waste on sewage system activities.

- Insure that the City is in compliance with all current waste discharge requirements established by regional, state and federal regulatory agencies, interpret policies and procedures established by regulatory agencies.
- Insure that the City is in compliance with all current air emissions requirements established by regional, state and federal regulatory agencies, interpret policies and procedures established by regulatory agencies.
- Prepare, review and submit periodic reports regarding sewage collection, treatment and disposal, air quality compliance, industrial waste control and compliance and groundwater quality.
- Provide technical assistance to consulting engineers, review plans and specifications for sewer collection, treatment and disposal construction projects.
- Insure that all safety regulations are adhered to.
- Make critical decisions to resolve emergency conditions resulting from co-generation, landfill gas collection, sewage collection, treatment and disposal system malfunctions.
- Respond to and resolve citizen complaints and concerns.
- Prepare and administer division budget.
- Coordinate division activities with other City departments, divisions and sections and with outside agencies.
- Select, supervise, train and evaluate subordinates.
- Perform research and statistical analyses on administrative, fiscal, personnel and operational problems.
- Gather and analyze data and made recommendations on the formulation of policy and procedure, and staffing and organizational changes.
- Coordinate departmental or divisional personnel actions; define the resolution of work problems; establish work standards and operational objectives.
- Review, interpret and analyze new and proposed legislation; determine effect of legislation on operations and programs; advise superiors of findings; take appropriate action in order to ensure compliance with existing rules and regulations; propose legislation on own initiative or upon request.
- Represent the City in the community and at professional meetings as required.
- Coordinate public relations involving the community; coordinate council/constituent complaint processing; oversee resolution of complaints; apprise appropriate staff regarding complaint disposition.
- Develop useful performance objectives, goals and measures.

QUALIFICATIONS

Knowledge of:

- Theory and practice of operations, maintenance and design of modern wastewater treatment and of machines, equipment and material used in such treatment.
- Theory and practice of operations, maintenance and design of mixed/multiple-gas internal combustion co-generation systems and of machines, equipment and material used in such operations.
- Principles, methods and practices of sanitary sewer line, wastewater treatment facility, co-generation facility and landfill gas collection/treatment facility maintenance and repair.
- Chemical, biological and physical processes involved in activated sludge and advanced methods of wastewater treatment.

- Occupational hazards and safety precautions necessary in wastewater collection and treatment plant operations.
- Laboratory procedures used in standard chemical analysis of wastewater and sludge samples.
- Pertinent federal, state and local laws, codes and regulations.
- Principles of record keeping and report preparation.
- Principles of organization, administration, budget and personnel management.
- Personal computer operation and applications including word processing, data-base and spread sheets.

Ability to:

- Plan, organize, lay out, assign and schedule a varied technical and maintenance program.
- Supervise the maintenance of records and reports.
- Communicate clearly and concisely, orally and in writing.
- Select, supervise, train and evaluate subordinates.
- Work varying hours, weekends and holidays; and respond to 24-hour emergency call-ins as required.
- Analyze operations, organizational and administrative problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Read, interpret and apply a wide variety of technical information from manuals, drawing, specifications, layouts, blueprints and schematics.
- Conduct analytical studies and prepare analytical reports of both policy and administrative matters.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Interpret specific rules, laws and policies and apply them in a variety of procedural situations.
- Establish and maintain effective and cooperative working relationships with department managers and supervisors, co-workers and the general public.
- Coordinate activities with other divisions and City departments.
- Operate personal computer and applicable software programs.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration, environmental, civil or sanitary engineering or a closely related field.

Experience: Five years' supervisory experience in wastewater treatment and collection operations, including supervisory experience in activated sludge and biofiltrative processing plants, regulatory compliance and operations planning, evaluation and budgeting;

or Five years' experience in sanitary engineering.

A Master's Degree may be substituted for one year of the required experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of an active Grade V Wastewater Treatment Plant Operator Certificate issued by the State of California.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Wastewater Systems Manager

TO: